



Governor Terry E. Branstad
Lt. Governor Kim Reynolds
San Wong, Director

IOWA COMMISSION OF LATINO AFFAIRS

Election of Chairperson, Vice-Chairperson and Secretary

Duties of the Chairperson

- To preside over all Latino Affairs Commission Meetings
Requires:
 - ☐ Knowledge of Robert's Rules and meeting procedures
 - ☐ Ability to facilitate and help guide the meetings
 - ☐ Strong interpersonal communication skills
 - ☐ A commitment to attend all meetings as well as some outside work
- To motivate commissioners and follow up on the progress of set goals

Duties of the Vice-Chairperson

- To preside over all Latino Affairs Commission Meetings when the Chairperson is unable to attend
Requires:
 - ☐ Knowledge of Robert's Rules and meeting procedures
 - ☐ Ability to facilitate and help guide the meetings
 - ☐ Strong interpersonal communication skills
 - ☐ A commitment to attend all meetings as well as some outside work
- To motivate commissioners and follow up on the progress of set goals

Duties of the Secretary

- To take minutes at all Latino Affairs Commission Meetings
- To assist the Commission of Latino Affairs to ensure there is a quorum at every meeting (email meeting requests and reminders)
- To communicate with Chairperson and Executive Officer of the Office of Latino Affairs to finalize the meeting agenda
- Email meeting packet to commissioners (agenda, minutes, reports and other) at least one week prior to the meeting.
- Responsible for Commission of Latino Affairs Correspondence